

How do I update or add Emergency Contacts?

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Emergency Contacts are notified via phone and email in case of a situation that poses a possible threat to the health and safety of a student. All Emergency Contacts will receive Possible Student Situation (PSS) and Questionable Content (QCON) notifications. Notifications are made or sent to the phone/email address provided by the district.

In order to add or update an Emergency Contact, you will need to be a Gaggle Administrator. Also, it is important that you exercise caution in selecting an individual for role, because they will need to be a reliable contact and available outside of school hours should an emergency occur.

Follow these steps to add or update an Emergency Contact:

1. Log in to your Gaggle account at <https://apps.gaggle.net>.
2. Select the Admin tab, located at the top of the interface.
3. Choose Manage My District in the left panel.
4. Select GSM Contacts under the More drop-down in the top toolbar.
5. To remove a contact, mark the checkbox next to a contact and choose the Delete icon in the top toolbar.
6. To adjust the order of your contacts, mark the checkbox and select the Move Up and Move Down icons in the top toolbar.
7. Select a contact from the list to edit his or her information. Please note that all contacts must have the following information:
 - Contact name
 - Contact title
 - At least two phone numbers
 - Email address
8. When finished editing, select the Save icon in the top toolbar.

If you have or want school-specific Emergency Contacts, you will need to contact Gaggle Customer Support.

No labels